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MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director of Central Intelligence  
Executive Assistant to the Director  
Executive Assistant to the Deputy Director  
Chief, DCI Security Staff

SUBJECT : Travel Allowances

I have recently caused to be reviewed the travel allowances to which addressees are entitled. A statement on this matter, entitled "Maximum Subsistence Entitlements for the DCI, DDCI, and Aides", is attached for your information. The Administrative Officer, O/DCI, is knowledgeable on the contents of this document and is available to you to render any assistance or interpretation.

STATINTL

John F. Blake  
Deputy Director  
for  
Administration

Att

Distribution:

Orig - DCI w/Att  
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MAXIMUM SUBSISTENCE ENTITLEMENTS FOR THE DCI, DDCI AND AIDES

1. Agency regulations concerning subsistence entitlements for TDY travel follow Federal Travel Regulations and make no unique provision for travel of the Director, the Deputy and personnel traveling with them.
2. Under these regulations, when because of unusual circumstances maximum per diem is inadequate, reimbursement may be authorized on an actual subsistence expense basis not to exceed:
  - a. \$50.00 per day for travel within CONUS.
  - b. Locality per diem plus \$21.00 per day for travel in foreign areas.

Claims for reimbursement for actual subsistence expenses must show for each day the total amounts spent for (1) lodging, (2) meals, and (3) all other subsistence expenses; receipts are required only for lodging.

3. However, for travel in foreign areas, Agency regulations also provide that senior officials may in lieu of actual subsistence expense reimbursement be authorized regular per diem and be granted a supplemental per diem allowance not to exceed \$21.00 per day to cover excessive subsistence expenses incurred for representational purposes. An advantage to the traveler of this procedure over the actual subsistence expense basis is that no accounting is required; the traveler is required, however, to state that such portion of the representation allowance as is claimed was used to meet required subsistence expenses. This procedure could also be advantageous to the traveler when actual expenses on some days exceed the maximum allowance and on other days are less than the maximum.
4. It has been customary to grant the supplemental representational per diem allowance to personnel accompanying the Director and the Deputy Director on trips to foreign areas. If in particular circumstances, whether on domestic or foreign travel, an aide is required in furtherance of the Agency mission to take a particular room (as in the case of a security officer accompanying the DCI or DDCI) or

partake of a particular meal at costs greater than he otherwise would have incurred, the cost of the aide's hotel room or meal may be reimbursed as official expense with an appropriate per diem reduction, or if the aide is on actual expense the room or meal would be omitted from his actual subsistence expense claim. It has also been the practice to treat as official rather than subsistence expense the cost of porter fees incurred by security aides on behalf of the DCI or DDCI group for reasons of enhancing personal security of the group.